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Chief, Management Staff

Chief, Suggestion Awards Staff

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* October 1956
File

Weekly Report - Week Ending 3 October 1956

I. WORK COMPLETED

a. Suggestion Awards Committee Meeting, 27 September

Committee approved six employee suggestions and authorized four cash awards totaling \$125.00 and two letters of appreciation for these adopted ideas. Twelve suggestions were disapproved.

b. Special Panel Meeting, 1 October

Special Panel approved two suggestions for awards totaling \$20.00; disapproved nine; deferred action on three for further investigation; and reported status of five as awaiting evaluation by DD/P Materiel Board.

c. Promotion and Publicity

- (1) CIA Awards News, "Honors and Suggestions," (September 1956 issue No. 3) was distributed to all headquarters employees on 28 September and 1 October. Arrangements were completed for distribution of 200 copies through OP/IAS Pool to new employees as they are assigned to their first jobs and of 500 copies through OTR to students in full time training courses in headquarters and

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- (2) Two Suggestion Forms are being included in each letter notifying an employee of the Committee's disapproval of his suggestion for an award with an invitation for him to try again.

d. Processing - Round Robin

Round Robin Packets 44 and 45 containing twenty suggestions recommended for disapproval were sent to Committee members for review during the week.

II. WORK IN PROCESS

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- a. Suggestion Program [redacted]
OL instructions to [redacted] for local employee suggestion programs have been reviewed and checked with OS, Comptroller, OL, and Chairman, SA Committee this week. Remaining problems concerning Security Cover Branch and OGC should be resolved shortly.

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b. [redacted]

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- c. First Quarter Report to DDC
Statistics have been compiled for first quarter FY 1957; narrative report being written. Art work on charts should be completed by 15 October.
- d. Suggestion Awards Exhibit at Intelligence Products Exhibit
Preparation of an Improved Suggestion Awards Exhibit for next OTE Intelligence Products Exhibit scheduled 11 October is under way. Two visits to CSC, Incentive Awards Office, made this week to obtain material tying in our program to government-wide program.
- e. Report on Employee Suggestions
Report is being prepared of all employee suggestions in process as of 30 September, indicating length of time since initial receipt of each suggestion. Completion scheduled for 10 October.

Attachment

[redacted]
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